

JOB DESCRIPTION

Adams County, Wisconsin

JOB TITLE: Humane Officer
FLSA STATUS: On-Call
UNION STATUS: N/A
DEPARTMENT: Sheriff
SUPERVISOR: Sheriff or His / Her Designee

GENERAL DESCRIPTION:

Under general supervision, respond to animal complaints and investigate alleged violations of statutes and ordinances relating to animals within Adams County.

JOB DUTIES:

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Respond to calls related to animals at all hours of the day or night and on weekends and holidays.
2. Respond to calls both criminal and civil and ensure the necessary reports are completed and issue citations when appropriate.
3. Forward cases to the District Attorney's Office and testify in court as required.
4. Collect physical evidence, locate and question witnesses, evaluate evidence, take notes.
5. Conduct searches.
6. Investigate complaints and respond to emergencies requiring the presence of a Humane Officer.
7. Consult with patrol deputies in matters of criminal activity related to animals.
8. Operate vehicles and related equipment including animal traps and firearms.

9. Cooperate with other county, city, state, and federal authorities in investigations and prosecution of criminals.
10. Take photographs.
11. Provide information and direction to the public.
12. Euthanize diseased or dangerous wild and domesticated animals. Prepare carcasses for rabies examinations.
13. Perform other assigned duties as required.

REQUIRED QUALIFICATIONS:

1. High School Diploma or GED
2. Certified Humane Officer or be eligible to obtain certification.
3. Ability to interpret Federal, State and local laws, rules and regulations, as they apply to the department and the position.
4. Ability to effectively communicate orally and in writing.
5. Ability to establish and maintain effective working relationships with the public, and other governmental agency personnel.
6. Ability to maintain certification.
7. Ability to operate a motor vehicle.
8. Ability to pass a background investigation

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Applicant must be able to:

- Run after animals and jump or climb over obstacles.
- Physically capture an animal.
- Use the necessary force to protect his/her own safety or the safety of others.
- Lift in excess of 40 pounds.
- Intermittently move from sitting, standing, or stooping.
- Manual dexterity to use a firearm, control devices and radio equipment.
- Endure extreme weather conditions for a reasonable amount of time.

2. Ability to coordinate eyes, hands, and limbs in performing movements requiring skill and training, such as drawing, typing, and assembling.
3. The Exposure to bloodborne pathogens for this position is low.

Approved by the Public Safety and Judiciary Committee this 11th day of March 2009.

Al Sebastian Cynthia Loken
Jan Kocumski Barry Knigge Marie England

Approved by Executive Committee this 13th day of April, 2009

David Penner Cynthia Loken
Diane England Bar Word